

MEMORANDUM FOR: Deputy Director for Security (PSI)
Deputy Director for Security (PTOS)

SUBJECT : MBO Objective OS-D 01-76

1. Attached is a copy of the action plan for DCI level objective OS-D 01-76. The Policy and Plans Group will serve as the action office for this objective, but it will require extensive participation by all Office of Security components. Accordingly, each division level component will be expected to identify at least 10% of their records for reduction. It should be noted that the original proposal of the DD/A called for a 25% reduction. In addition to this objective, the office is required to participate in a similar Agency wide DCI level objective which calls for the reduction by 1 July 1976 of 10% of records storage equipment.

2. The purpose of OS-D 01-76 objective is two-fold. The first is the ever present necessity of reducing record holdings to increase efficiency and reduce costs. The second purpose relates to the current investigations of Agency activities. We can assume that when these investigations are concluded we will be required to purge our records of certain categories of files, perhaps with very short deadlines. Also recent experience has shown that we have many types of records which we may not be specifically directed to destroy but which are of questionable propriety or necessity.

3. In June 1975 the Annual Records Volume Inventory was compiled by the various components. Copies of Form 3581 reflecting the inventory for each of your components are attached. It is now necessary to identify by type and volume the records which made up the June 1975 inventory. In accordance with milestone one of the action plan this is to be done and submitted to the Policy and Plans Group by 30 September 1975. An infinite breakdown of record types is not necessary but significant types must be identified and measured, e.g., policy files - one cubic foot;

domestic security surveys - two cubic feet; security violation index cards - four cubic feet, etc. Less significant types may be labeled miscellaneous. The summation of the breakdown should represent the total amount of records shown in the inventory.

4. Milestone two requires that each type of record be categorized as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and (d) should be destroyed. Some types of records will be placed entirely in one category while others may be divided into two or more categories. For example, clear polygraph charts might be categorized as "should be destroyed" and noteworthy charts might be categorized as "should be kept." Also, certain types of records might be divided into different categories depending on age. You are to do this by 31 October 1975. You should be able to categorize many types of records on your own authority. Others may require higher level policy decisions. Some examples of records which today might be considered undesirable or unnecessary are:

- a. Certain polygraph charts and reports.
- b. Investigative reports of other agencies after they have served their initial purpose.
- c. Security survey reports of closed stations and bases.
- d. Personnel security files, including polygraph files, on indigenous employees no longer of interest.
- e. Selected inactive crank files.
- f. Terminated covert site files.
- g.
- h. Routine security violation reports.

5. Please refer any questions concerning this matter to Policy and Plans Group,

to
ext

Deputy Director of Security (P&M)

Attachment

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/PPG		✓
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

The attached satisfies Milestone 1 of Objective OS-D 01-76 to identify the type and volume of records held by Office of Security components. The total volume of records reflected in this summation is in harmony with figures obtained in June in connection with our Annual Records Volume Inventory. Also, attached for your information is a copy of the Objective Action Plan and a memorandum sent to division level components advising of related reporting requirements.

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FOLD HERE TO RETURN TO SENDER

NAME AND PHONE NO.	DATE
PPG	10 Oct. 75

UNCLASSIFIED CONFIDENTIAL SECRET

TAB

1 October 1975

MEMORANDUM FOR THE RECORD

SUBJECT : Identity and Quantity of Files Held by D/OS,
DD/OS, and DD/P&M

<u>File Title</u>	<u>Quantity</u>	
Safe #8150		
DDS Staff Meeting Minutes	4"	
Policy Papers	4"	
Misc. Correspondence	2"	
SCORPIO (Movie) News Clips and general correspondence	1"	
News Clippings (general)	1"	
Intelligence Cables	1"	
STAT (DDP)	2"	
SB Division	1"	
News Clippings (General)	2"	
Typist & Steno Guides	6"	
Document Control Cards		3'
Employee Conduct	1 1/2"	
Misc.	3"	
Safe #8245		
Senior Seminar Reference Material	6"	
OS Policy re-write book	3"	
HDQS Handbook, Regulations, 		3'
STAT 		
Safe #C8244		
General Reference Guides (Agency telephone book, etc.)		2 1/2'
Security Dossiers		2'
Chronos January-August 1975		2'
Chronos January-December 1975		2'
Safe #C8243		
IBM Credential Listing	1"	
Dispatch - OS Handbook	1"	
Caper-Cenbad-OSCCAR	1"	
OS Emergency Relocation	1"	
Administrative Files:		
OS Personnel assigned to other T/O's		
Special Agents Training Course		

<u>File Title</u>	<u>Quantity</u>
Safe #C8243	
Administrative Files: Cont.	
Mid-Career Course	
Trends & Highlights	
D/OS Speeches	2'
Chronos - D/OS - April-September 1974	
January-July 1975	10"
The Support Services Historical Series	
(CIA 1941-68)	5"
D/OS Military Reserve File (personal)	2"
Presidential Commission, Regulatory,	
and Background Papers	1'
Safe #C8242	
Career Board Files	6"
Long Term Planning Papers	4"
Speeches	5"
STAT Personal File	4"
Secretarial Personal Files	4"
DD/P&M and DD/OS Chronos	3"
STAT DDO Personnel	3"
Speeches	2"
Clerical Board	2"
Background (Misc.)	10"
Safe #D2884	
Personnel and Administrative Files and EEO	
Handbook	1 1/2'
Safe #8247	
OS Dossiers on Senior Agency Personnel	8'
Sealed Brown envelopes to be opened by D/OS only	2'
Safe #D2393	
OS dossiers on senior OS and Agency personnel	4'

TOTAL 11' 4"

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Policy and Plans Group

30 September 1975

MEMORANDUM FOR: Chief, Plans and Policy Group

SUBJECT : MBO Objective OS-D 01-76

REFERENCE : (a) DD/PTOS Form 3581 dtd 20 June 1975

(b) DD/P&M Memo to DD/PSI and DD/PTOS
dtd 19 Sept 75, Subject as above

In accordance with paragraph 3 of reference (b), the following listing constitutes an inventory by type and volume of the records held by the office of the DD/PTOS.

A. Office Files:

Physical Security	3 cubic ft.
Technical Security	1 cubic ft.
Liaison - Agency & Other	1 cubic ft.
Chronology	1.5 cubic ft.
Miscellaneous	13 cubic ft.

B. Card-size Files:

Employee Identification cards & Document Control Tickets	1/4 cubic ft.
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D. Reference Material:

Regulation Books

<div data-bbox="414 1501 841 1570" style="border: 1px solid black; height: 33px; width: 263px;"></div> Training Manual	3 cubic ft.
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TOTAL: 22.75 cubic feet

Deputy Director of Security (PTOS)

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MBO Objective OS-D 01-76

Office of DD/PSI

	Forms	1.00 cu. ft.
	Card Indices	1.50
	Confidential Correspondent Folders	1.00
	Report Files	0.75
	Budget Papers	0.75
	Study Papers	3.00
	Working Papers in transit	1.00
	Alleged Illegal Activities File	4.00
	Reports to House & Senate Committees	4.00
	Chrono Files	3.00
	Reference Material	2.80
	Policy File	4.70
STAT	 Funding Mechanism Records	0.80
	" Financial Records	1.30
	" Credentials	0.60
	" Surveys, Brochures & Manuals	2.30
	" Agent Candidate Records	1.50
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	TOTAL	34.00 cu. ft.

MBO Objective OS-D 01-76

C/OPS/PSI

Study Papers	1.00 cu. ft.
Working Papers	0.40
Cases in Transit	1.00
Agency Manual	0.20
IG Study	<u>0.20</u>
TOTAL	2.80 cu. ft.